

BUS-7 System eXchange

Welcome to System eXchange!

Deana Carnes, Editor

Josephine Caffrey, Assistant Editor

System eXchange is a System Support (BUS-7) information system newsletter designed specifically for the Business Operations Division. More than a periodical, unidirectional magazine, System eXchange is an informational tool featuring a wide range of system related articles and issues affecting the BUS user population, and a how-to guide for obtaining specific information. System eXchange replaces the BUS-7 Microsystems (MSS) newsletter, MicroNews. Although we will be featuring microcomputer related articles as a great portion of our news offering, System eXchange will incorporate information related to BUS' major business systems, i.e., PAID, FMIS.

System eXchange will be distributed quarterly. At this point, we do not have a fixed format for our newsletter. Our intent is to solicit feedback from our

readers in order to put out a product that meets the needs of our customers. System eXchange's content will be provided by the people on the front

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line; the same people that directly work with you and who know about the issues facing your daily data processing needs. Furthermore, the System eXchange Editorial Team encourages our readers to send in articles of their own or from other sources that could be featured in the newsletter.

This past May, representatives from BUS-7 met to formulate a strategic plan for the group. Here, we defined BUS-

7's mission and vision. A series of action items were developed as well, in particular, in the area of customer interface. It is the group's intentions to implement

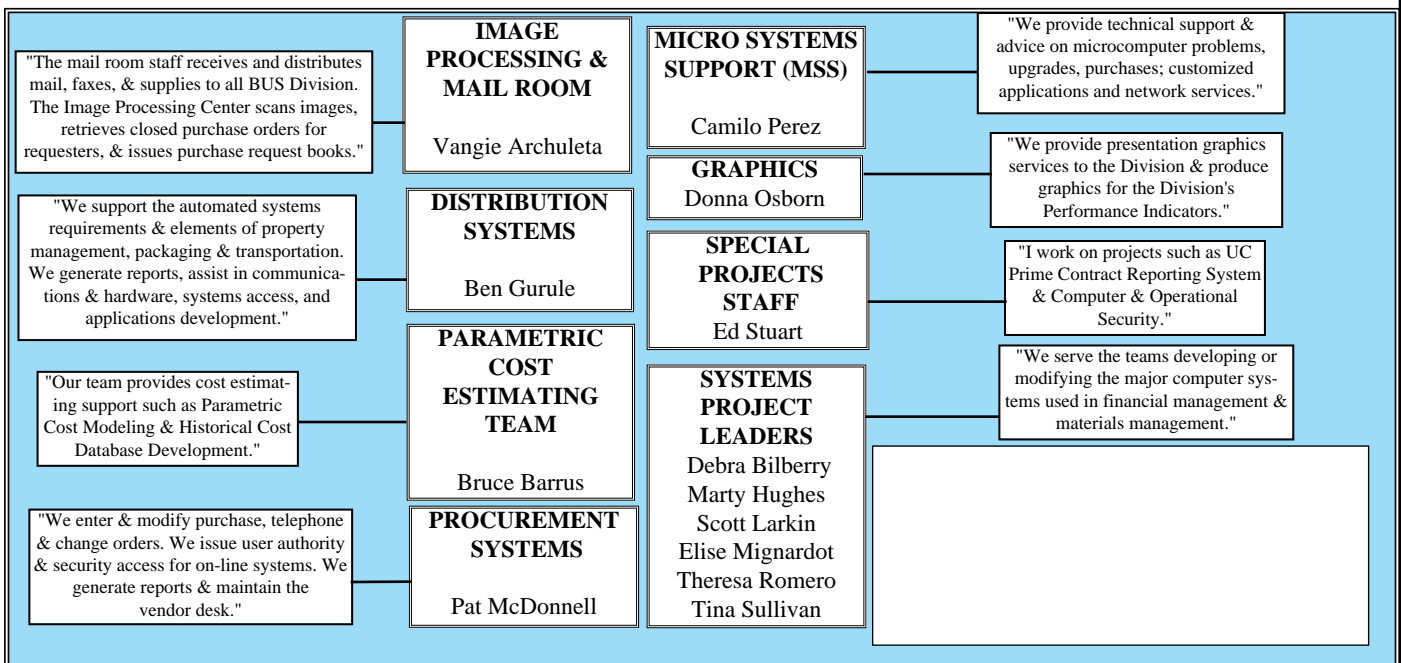
measures that promote good and sound business relationships with our customers. One of the major outcomes in our planning meeting was the need to standardize methods for communicating service expectations to our customers. BUS-7 is on its way to realizing this by defining the product and services we provide, by establishing the manner in which these products and services are delivered, and establishing quality standards, measurements, and

reporting criteria. We will then be negotiating level of services with you, our customer.

We hope you enjoy this edition of System eXchange and, of course, the ones to come. As a suggestion, we hope that you create a folder of System eXchange for future reference. Please, feel free to call the Editorial Team for suggestions and ideas on making this newsletter more useful. If you did not get your personal copy of System eXchange, please call us and we will add you to the distribution list immediately. In our next edition we will tell you about the operational changes taking place in our Help Desk Team. Until next time, enjoy the articles.

Below is a brief description of BUS-7's functions. A more detailed catalog of services will be distributed soon. ■

GROUP OFFICE: Mike Payne, Donna Osborn, Orlinie Velasquez (667-8556)



CHANGES IN COST COLLECTION

By Scott Larkin

There are constant changes to the ways the Laboratory collects and reports financial data. These changes reflect the continuing quality improvement effort of the individuals responsible for the design and development of the Financial Management System. This system was set up to develop more effective and detailed data collections. One example of their efforts is the 20 digit charge code. The table below shows the different elements that make up this new format.

The Voucher ID component has also been added to allow the financial systems to reflect those costs that have been identified as having Lab-wide importance and span all programs across the Laboratory. An example of this is ES&H costs. ES&H costs are very small components of some



Cost Center	Program Codes	Cost Account	Work Package	Voucher ID
870100	CU20	0001	0005	ES

The Cost Center field has been expanded from 4 to 6 characters. There are several large groups who can take advantage of this expansion by capturing financial data at the team level within their groups. The use of the 6 digit code is currently on hold until the new time and effort system is completed. This system will allow for the use of the 6 digit code while the payroll system it is replacing is limited to a 4 digit cost center.

The Program Code has not been changed. The Cost Account and Work Packages codes have been added to allow those programs that need to perform project management, the capability to capture costs and commitment data at these lower levels. The use of these fields is not mandatory because while some programs will benefit from them, others may not. The default values for cost account and work packages where the program is not using project management will be "0000."

programs; however, it can be a major component, if not all, of other programs.

The implications for such modifications are staggering. Every system that collects information with the intent of passing charges on to the requester has to be modified to accommodate these changes. A large portion of the Laboratory forms must be modified to request this additional information from the requester. The accounting processes to validate the transactions that will be passed to the financial consultants from the feeder systems has been developed. Laboratory staff will have to be educated and trained on the requirements of the new format. It is anticipated that by the end of FY '94, all of the costs and commitment feeder systems will have been modified to collect data in the new format.

We will continue to make progress in this area, and we will keep you informed through future issues of this newsletter. ■

Live Long and Prosper



To promote environmental conservation, to prolong the life of your hardware, and for potential economic savings, please turn off your monitor and printer on weekdays. BUS-7 recommends that you turn off all hardware over the weekend (including typewriters, calculators, and any other equipment that you know will not be used at night.) For turning off file servers, network printers, and shared (spooled) printers, please contact your network administrator.

BUSINESS SYSTEMS RECOVERY PLANNING

By Ed Stuart



The Business Systems Recovery Plan is a project with IBM and Primera Co. to assist Los Alamos National Laboratory (LANL) - BUS-7, in developing a comprehensive business recovery strategy that effectively addresses provable recovery capability for the BUS IBM Mainframe Systems. The scope of this project will include the IBM mainframe along with the associated data network and workstations.

The scope of the project includes 1) conducting a business impact analysis to ensure that it provides current and accurate information about the business functions that will be addressed during the planning process;

2) assisting in the development of a business recovery plan using RecoveryPac™ to document the management and technical procedures that will be followed to restore critical operations; and 3) developing a testing methodology to ensure that all aspects of the business recovery plan can be exercised as often as possible. IBM/Primera will assist in the technical leadership and organizational support for the business recovery project and LANL will be heavily involved in the project to validate the contents of the business impact analysis, to develop the management/technical recovery procedures, and to verify that the business recovery plan provides the level of detail that LANL desires. ■

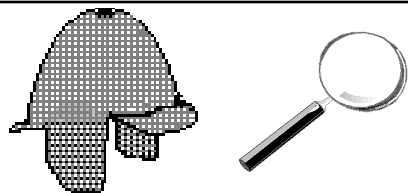
* TM = Trademark of IBM



Computer viruses are programs that make exact copies of themselves and spread from system to system via diskettes or computer networks. Depending on how the virus program is written, they can either display a humorous or inoffensive message

and/or cause catastrophic damage. Even seemingly harmless viruses can cause unpredictable behavior and other problems with applications programs. Many users might be unaware that they have been infected with a virus and attribute problems to other causes. Some viruses are designed to hide until a pre-specified time set by the developer.

To prevent viruses from attacking our systems, we need to educate ourselves about viruses and be aware of the potential danger. The Micro Systems Support Team can install software utilities to detect and destroy viruses. The recommended software for Macintosh computers is called VIREX and can be purchased for \$84.00 with a 1-year update subscription. For INTEL based microcomputers (IBM compatible) we recommend a program called Virhunt. There is a site license agreement for this product which can be installed on your computer for no charge. MSS will be installing this software application in preparation for our security plan. If you have any questions, please do not hesitate to call MSS. ■



The Software Audit Continues

Many of you will already have had the pleasure of being subjected to the software audit performed by BUS-7. While we hope it has/will not inconvenience you, we also hope to make you more aware of the software on your system, as well as prepare you for the Department of Energy (DOE) audits. There are two audits scheduled by the DOE to examine all safeguards and security disciplines, including accountability, information security, computer security, personnel security and operations security. These audits are scheduled for June 20 - July 1 and for the month of September.

Our software audit is a continuous process of monitoring all computers in BUS Division. While preparing for the DOE audit, we can also keep abreast of continuing changes as well as educate all users about ownership and responsibility levels. Computers will be inspected for software legality by ensuring that all software

installed on your systems are in compliance with their respective license agreements.

MSS would appreciate being kept informed about any changes with all software upgrades, new installations of computers or software, and any personnel changes. We will be sending results from our audit to each group leader as soon as the group is completed. There is a possibility that your group may not be completed by the time the DOE auditors are here during their first inspection. Please do not be alarmed! If you are audited you can inform the DOE that BUS has a procedure in place for addressing computer security issues. If you can't answer any of their questions just be honest and say you don't know, if that is the case. However, you are ultimately responsible for the security status of your machine, so we advise you to learn as much as you can. Your Operational Security Computer Representative (OSCR) is Pat McDonnell. Many thanks for your cooperation and support in this burdensome but much needed project. ■

LANL E-MAIL TO PRINT GATEWAY

The LANL E-Mail to Print Gateway is now ready for use. This new gateway allows users to send E-Mail messages via hard copy to any Laboratory employee. Here's how it works. E-Mail messages are sent to a printer in the main Central Computing Facility and then placed in the mailroom outbox for pickup and distribution. The hard copies are then delivered to the addressee's designated mail stop, which is derived from the Electronic Mail Registry (EMR) database.

To use the gateway, simply address your E-Mail message as follows:
addressee's Z#@**print.lanl.gov**
 (e.g. 012345@**print.lanl.gov**)

To obtain an addressee's Z# use the Laboratory Directory (LD) from the Lab-Wide Office Systems menu.

Currently, only ASCII text is supported by the gateway. If you have any questions or comments, contact the ICN Consultants at 667-5745 or send E-Mail to **question@print.lanl.gov**.

The Print Gateway option should only be used when regular E-Mail is not available. We encourage all Laboratory employees, contractors, and suppliers to obtain electronic mail accounts whenever possible.

Computing and Communications News 6/94

A FUTURE WITH "JETFORM"

By Elizabeth Affeldt

The Policies and Procedures Section of BUS-3 and the Micro Systems Support Section of BUS-7 will run a pilot program in July, using several of the BUS-5 staff to test Jetform. Jetform is a software package that contains a form designer and form filler. With Jetform

the user is able to view the entire form on-screen, easily tab to the form's fields, pull up help balloons which explain what the field requires, avoid redundancies by customizing the program, and print the completed form at their desk. Future capabilities include electronic signa-

tures, electronic message routing for approval and processing, and links with existing databases, such as PAID. The pilot program will use procurement's Order Entry Document form as well as the Request for Quotation and Request for Proposal forms. ■

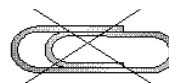


We would like to provide you with the best service we can, but we need your help to be able to do that!

Hints from the Image Processing Center

Prior to sending your purchase order correspondence to be imaged, please:

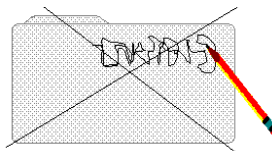
- * Remove all staples, paper clips and "post it" notes.



- * Arrange documents in the order required for imaging.

- * Enclose Notification of Closure or PI screen for every file and each key - in order.

- * Use white paper for notes, avoid writing on folders.



- * Avoid tape and labels.

- * Avoid duplicate catalogs.

Hints from the Mailroom

- * Use full names, group, and mail stop when routing mail.

- * Use name, mails stop, and group/team-name on return address for all posted mail.

- * Notify mailroom staff of any personnel changes, e.g., marital status, hires, transfers, terminations, re-assignments within your group/team or within BUS.

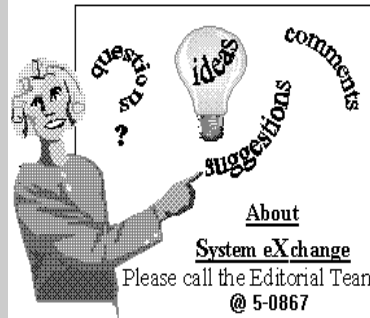
- * Pouch mail to DOE/Sandia has to be at the main mailroom by 7:30 a.m. for same day delivery.

- * Mail stop for DOE is A906 and Sandia's MS is A904

- * Federal Express must be in our mailroom by 2 p.m. and at CIC (Canyon School) by 2:30 p.m. If there is no return address CIC-10 will be returning packages/envelopes back to BUS-7 mailroom where the staff will have to open them to find out who they belong to, and will then send them back.

- * Internal: (Otwi) Delivery by 9:15 a.m. and 2:15 p.m.

- * External: (outside Otowi) Delivery by 9:30 a.m. and 2:30 p.m.



MOVING PROPERTY?

If you need to remove computer equipment or software from the Lab, either for home or travel use, please contact our Property Administrator, Jimmy Vigil in BUS-6 at 665-5706.

FROM HR DIVISION...

TRAINING AND DEVELOPMENT

FOR THE IBM-PC & MACINTOSH COMPUTERS

Call 5-7369 for further details

The BUS-3 training schedule will be published next issue!

**MICRO SYSTEMS
SUPPORT
TEAM**

Support Number



5-0867

HOT TIPS !!! HOT TIPS !!! HOT TIPS !!!

**WINDOWS****TURN OFF/REBOOT**

Please do not turn off or reboot your system when you are running Windows, as this can cause hard disk storage problems, and/or data loss.

If you are using a DOS application but are not sure whether or not it was opened in Windows, then press Alt + Enter and your screen will minimize if you are in Windows. Or you can press Ctrl + Esc. to confirm all programs currently running.

LOST MOUSE

If your system locks up while you are in Windows and you can't see your mouse, you can still exit correctly by using keystrokes. Press Alt + F (for File menu) and use the down arrow to get Exit or press X to exit. When you start-up Windows again, your mouse should re-appear. If you have any further problems however, please call MSS.

GENERAL PROTECTION FAULTS

If you get a General Protection Fault, please note down the number of the error message and call MSS to identify the problem.

**START-UP
HOW TO CREATE START-UP
PROGRAMS IN WINDOWS**

In the Program Manager, choose the program you would like to see open each time you start Windows. Click on the icon, while holding down the Ctrl. key, and drag it into the Start-Up program group.

**HARDWARE****PROTECTING YOUR HARDWARE**

Magnets are lethal to disks. Never expose disks to any magnetic forces as they can wipe data clean off the disk.

Also when on travel, please do not check notebook computers or any disks through the X-Ray scanners at airport security. The X-Ray can cause damage to your data. Security personnel will be able to check equipment manually.

GATEWAY KEYBOARD

If you are experiencing difficulties with your Gateway keyboard, you can reset the keyboard back to its default settings by pressing Ctrl + Alt + Suspend Macro simultaneously. If you would like the programmable keyboard to be disabled, please call MSS.

**AVOID PRINTING OUT LASERWRITER
START-UP PAGE**

Use the paper tray to avoid printing out the start-up page. Simply pull it out an inch or so when starting the printer, and when the light stops flashing, indicating the printer is warmed up and ready to go - push the tray back in.



**DOS
VERSION???**

To find out what version of DOS you are running, type ver at the c:\ prompt and press Enter. If you are running a version earlier than 5.0, you are invited to upgrade. Call MSS for available packages.



**MAC
GENERATING
SPECIAL
CHARACTERS**

Use the option key to generate special characters such as the tilde (~, option N), registered trade mark (option R, and Delta (option D).

WORDPERFECT for Windows - PRINTING

While in Wordperfect you can access the print drivers from Windows or from Wordperfect. The chart below shows the advantages/disadvantages of choosing either one.

Wordperfect Magazine - Feb '92

FEATURES	WINDOWS	WPWIN
Print color graphics	Any color printer	Postscript only
Printable screen fonts	Yes	No
Number of supported printers	160	900
Orientations per job	One - Land. or Port.	Both - Land or Port.
Collate multiple pages	No	Yes
Use multiple bins per job	No	Yes
Add or create a form	No	Yes
Printing time	Slower	Faster
Customizable	No	Yes
Use with all Windows Programs	Yes	No- WP only

Remember, if you need to purchase equipment before the end of the fiscal year please keep in mind the time constraints for researching new products, procurement, vendor delivery, and distribution.

If you would like advice on purchasing hardware or software, please call MSS.

LATEST UPGRADES**PC**

Fox Pro 2.6
Grammatik 6 for Wordperfect
Jetform 4.0
Lotus Freelance Graphics 2.01
Lotus 123 Windows 4.01
OmniPage Professional 5.0
Rbase 4.5 +

MAC

MacLink Plus/PC Connect Ver 7.5
Fox Pro 2.5
Word 5.1
Excel 3.0

Performance Assessment Templates

MSS has performance appraisal templates available in Wordperfect 5.1 for DOS, Wordperfect for Windows 5.2, and Microsoft Word. If anyone would like the templates, please call MSS.